CATALOGING RECORD
DISTRIBUTION PROGRAM

MARCIVE® INC.

CRDP PROFILE: GUIDE

To start receiving cataloging records from the U.S. Government Publishing Office through the Cataloging Record Distribution Program (CRDP), please create your CRDP Profile by filling in the [CRDP Profile web form](#). To ensure that you meet GPO minimum participation requirements, go to https://www.fdlp.gov/catalogingandclassification/cataloging-record-distribution-program.

This guide is intended to help you answer the questions in the CRDP Profile web form. The numbering corresponds to the numbers in the form. Not all questions require a response.

Please fill in the answers directly into the form. You can leave the form at any time and your answers will be saved. You may skip any questions that do not apply to you.

Existing MARCIVE customers: If you currently subscribe to MARCIVE's ongoing GPO cataloging services and want your CRDP setup to follow the same parameters as much as possible, you may find it helpful to request a summary of your current setup from MARCIVE before filling out this form.

Note: After this form is submitted, we will use the specifications you provide in the online profile and create a test file for you to load. You should examine the records and how they index and display in your catalog before sending MARCIVE your approval. If the specifications need to be revised, this is the time!

If you have questions about any of the profile options, feel free to contact MARCIVE at info@marcive.com. We will be glad to discuss them with you.

1. Depository Library Identification.

Enter your Depository Number. The depository number is very important. Only one depository number may be entered into this profile. If your institution has multiple depositories that wish to obtain records, a separate profile must be completed for each depository. Records will be provided in separate batches and will not be de-duplicated.

After you enter the depository number, you will be asked to create and enter a User Access Key to view or change this profile. If this is your first time accessing this form, simply create a User Access Key that you will remember for use in any later sessions used to create your initial CRDP Profile.

1.1 Depository Address

The information from GPO's Federal Depository Library Directory will be automatically added here. You may edit the fields if desired.

1.2 Contact Names

The information from GPO's FDL Directory will be automatically added here. You may edit the fields if desired. The library's Depository Coordinator may serve as the primary contact, the person who is **responsible for and is knowledgeable about the project**. In addition to the primary contact, provide one or more Systems, cataloging, or coordinator contacts.

2. Services

All records are full MARC records, with OCLC control numbers output from the GPO Catalog of U.S. Government Publications, and distributed by MARCIVE on GPO's behalf. The records will be made available monthly, via FTP or an HTTPS link. An email will be sent for each file to the list of email addresses you provide (See 4.5) so your institution can pick up the records within 45 days. You can choose to have new records only or both new records and changed records that match your selection criteria.

In addition to selecting records by item number or SuDoc stem, there are several possible criteria for limiting extraction to certain subsets. These are described in the following paragraphs: 2.4, 2.5, 2.6, and 2.11. There are also options for receiving records in separate files by type. See 2.13.

2.1 FDLP Basic Collection records

This optional record set represents core U.S. Government publications selected by GPO. This is a one-time output of particular interest to new depository libraries, or libraries which haven't already cataloged these titles. For a list of included titles, see FDLP Basic Collection at https://libguides.fdlp.gov/fdlp-content/fdlp-basic-collection

2.2 Profiled Cataloging Records – Selection criteria

By default we will provide you with all records that match your current GPO item number selections. Leave the box clicked on the form to confirm that you agree to receive these records.

If you are interested in Historic Shelflist records or other records that do not match your current item selections, see section 2.3.

2.3 Profiled Cataloging Records – alternative selection choices

If you want to receive records which may not include item numbers, please provide a list of SuDoc number stems here. SuDoc stems eligible for selection are limited to those without an item number (i.e. predate the creation of the item number system) or SuDoc stems with inactive item numbers. This is particularly helpful if you want to receive records for older titles that may not have active item numbers or any at all, especially records for digitized versions of historic publications. This also includes Historic Shelflist records.

2.4 Profiled Cataloging Records Options: New & Changed Records

The options are *New Only* or *New and Changed*.

2.5　Profiled Cataloging Records Options: Limit to Online Titles

If you wish to receive only records for online titles matching your item/stem profile, click the box. Records output will have 856 fields and the value of "s" or "o" in 008 position 23, or for maps and graphics with these values in 008, position 29.

2.6　Profiled Cataloging Records Options: Limit to Current Titles

GPO cataloging files often contain records for older tangible titles, usually because they have been updated in some way. These records will be included in the files we provide if they have active item numbers currently in your selection list or match SuDoc stems you have provided unless you ask us to exclude them. If you would like us to provide only records for tangible titles that are no more than a few years old, please indicate that here along with an age limit. By default, if you select this option but do not provide an age limit, MARCIVE will limit output to tangible titles no more than five years old.

2.7　Profiled Cataloging Records Options: Holding Field Creation

Records can be output with an item field, such as a 949 or 852, that can be used by the library's local system to create item records automatically. Click the box only if you want item holding fields created. Describe the code parameters in detail in 2.9. Include required indicators and subfields.

2.8　Profiled Cataloging Records Options: Holding Field Creation Detail (if checked)

Enter the field used, such as a 949 or 852 field. Include all the appropriate indicators and subfields in the string and their values.

Many libraries use the 049 field in addition to or in place of item record creation fields. If your library uses the 049 field, please describe here.

2.9　Profiled Cataloging Records Options: Holding Code Creation

Codes can be used in a 049$a, or in an item creation field subfield, such as 949$l. Enter the detail in 2.10. If holding codes are not desired, unclick the box.

2.10　Profiled Cataloging Records Option: Holding Code Creation Detail (if checked)

Different holding codes may be specified for different formats. A list of possible formats has been provided: Paper, Electronic, Microfiche, and Map. These can be free text as well, but need to be recognized by your online system. Please provide complete information such as:

Paper code	949 $l GOVP
Electronic code	949 $l GOVE
Microfiche code	949 $l GOVF
Map code	949 $l GOVM

Or

Paper code	049 $a ABCD
Electronic code	049 $a ABCE
Microfiche code	049 $a ABCF
Serial code	049 $a ABCS

However, if you have other format requirements, please so indicate in the "Other" category (e.g., Electronic serials code):

Other code(s) Electronic serials 049 $a ABCL; Maps 049 $a ABCC

Please do not specify holding codes for physical formats if you have already indicated you want records only for online titles. (See 2.5)

2.11   Profiled Cataloging Records Option: Exclusion of Records by Format

You can opt not to receive certain formats if desired. Detail the formats not desired in 2.12. If you want this option, click the box.

Please do not request exclusion of physical formats if you have already indicated you want records only for online titles. (See 2.5)

2.12   Profiled Cataloging Records Options: Exclusion of Records by Format Detail (if checked)

You can choose to exclude records for these formats here: Serials, Electronic, Maps, or Microfiche by clicking the appropriate boxes.

If you would like to separate your MARC output based on specific formats (electronic medium, serials, maps, etc.), choose this option. Detail the outputs desired in 2.15.

Please do not request separate output of physical formats if you have already indicated you want records only for online titles. (See 2.5)

2.13   Profiled Cataloging Records Options: Separate Output of Records

If you would like to separate your MARC output based on specific formats (electronic medium, serials, maps, etc.), choose this option. Detail the outputs desired in 2.14.

Please do not request separate output of physical formats if you have already indicated you want records only for online titles. (See 2.5)

2.14   Profiled Cataloging Records Options: Separate Output of Records Detail (if checked)

You can choose to output records in separate files for these formats here: Changed, Serials, Electronic, Maps, or Microfiche by clicking the appropriate boxes.

3.   Control Number, Call Number, and Character Set

3.1   OCLC Number

If your library uses the OCLC number as a matching point for overlay when loading records, please verify in what field your local system expects the OCLC number to appear. While the usual field is the 001 tag, some systems may require the number to be in another field, such as MARC tag 035.

3.2   SuDoc Number

The Superintendent of Documents Number will appear in the MARC 086 field. If multiple 086 fields are present in the record, the last occurrence will be considered the current SuDoc Number. Please review your loader programs to determine what effect this will have on indexing. We can also copy the SuDoc Number into another field, if desired.

3.3   Character Coding Scheme

You have a choice of having the records output in either MARC-8, which is the legacy MARC format, or UTF-8, which is Unicode**.**

3.4   Uniform Resource Identifiers

Subfield $0 Uniform Resource Identifiers (URIs) are added to access points. Identifiers, and specifically URIs, are a prerequisite for linked data models such as BIBFRAME. If your system can not accept them or if they are not wanted, please check here.

4.   Output of records to Library

4.1   Special Processing Instructions

List here special instructions, or anything you feel requires additional explanation.

4.2   Destination System

The library system or other software into which these records are to be loaded. Examples are Innovative Interfaces Sierra, Koha, SirsiDynix Horizon, Ex Libris Alma, and Polaris.

4.3   OCLC Holdings

In order for us to provide records to OCLC to set holdings for you, please access Worldshare Collection Manager at:

https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Data_sync_collections/Third-party_provider_and_consortial_partner%2F%2Fhead_guidelines_for_data_sync and create a data sync collection. This will let OCLC know that we will be providing monthly sets of records on your behalf. Once the collection information is processed, OCLC will provide you with a 7-digit data sync collection ID. We will need to provide this ID number and your OCLC institution symbol to OCLC with the records we send each month, so we cannot proceed with this option without this information. The library is responsible for any charges incurred by OCLC to set these holdings.

4.4   Report list

This electronic report output in CSV format is a single-line list of the titles output that month. It includes the SuDoc number, item number, OCLC number and brief title. It is of use to libraries with systems that do not have the capability to produce such a report. For libraries receiving multiple files, there will be one list per file.

4.5   Notification Email

List all email addresses that should be notified when the files are ready. Fill in as many as you have. You are not limited to three. **Files remain on our server for 45 days**.

5. Summary Page

5.1   Review

Review the sections as entered and make any necessary changes. You may print the profile for your records. When finished, click on "Complete Profile." You will get an e-mail confirmation of the profile's receipt.